

<b>COUNTY OF SONOMA AGENDA ITEM SUMMARY REPORT</b>			Clerk of the Board Use Only Meeting Date                      Held Until ___/___/___                              ___/___/___  Agenda Item No:                      Agenda Item No: _____                                      _____
<b>Department:</b> Human Resources			<b>(    ) 4/5 Vote Required</b>
<b>Contact:</b> Sonja Rhoades	<b>Phone:</b> (707) 565-2318	<b>Board Date:</b> July 14, 2009	<b>Deadline for Board Action:</b>
<p><b>Agenda Short Title:</b> Miscellaneous Classification and Compensation Change</p> <p><b>Requested Board Action:</b> Concurrent Resolution adopting the new classifications of Public Assistance Systems Technician and Supervising Public Assistance Systems Technician and authorizing the Letter of Understanding between the County and SEIU, Local 1021, establishing the salaries for Public Assistance Systems Technician and Supervising Public Assistance Systems Technician, effective July 14, 2009.</p> <p>Resolution amending the department allocation list for the Human Services Department deleting 1.0 FTE Eligibility Worker III, 1.0 FTE Employment and Training Specialist, 1.0 FTE Senior Employment and Training Specialist, 1.0 FTE Eligibility Supervisor and adding 3.0 FTE Public Assistance Systems Technician and 1.0 FTE Supervising Public Assistance Systems Technician, effective July 14, 2009.</p>			
CURRENT FISCAL YEAR FINANCIAL IMPACT			
<u><b>Expenditures</b></u>  Estimated Cost                      \$    29,285  Amount Budgeted                      \$  Other Avail Approp                      \$ (Explain below)		<u><b>Add'l Funds Requiring Board Approval</b></u>  Contingencies                              \$ (Fund Name: )  Unanticipated Revenue                      \$ (Source: )  Other Transfer(s)                              \$ (Source: )	
<b>Additional Requested:</b> \$    29,285		<b>Add'l Funds Requested:</b> \$	
<p><b>Explanation (if required):</b> Costs resulting from the reclassification will be funded through departmental salary savings.</p>			
<p><b>Prior Board Action(s):</b> None.</p>			
<p><b>Alternatives – Results of Non-Approval:</b> The new classifications and reclassifications adopted by the Civil Service Commission would not take place.</p>			

**Background:**

**Human Services Department:**

New Classifications of Public Assistance Systems Technician and Supervising Public Assistance Systems Technician

In 2005, the Sonoma County Human Services Department implemented a new automated public assistance system, CalWin. This was the result of a federal mandate which required each county to have a state-wide automated public assistance system. Upon initial implementation of CalWIN several Human Services staff were assigned to provide program and technical assistance to users of CalWIN. The staff chosen for this new assignment (CalWIN Help Desk) had specific program knowledge from a variety of program areas. The classifications of the incumbents are Eligibility Supervisor, Eligibility Worker III, Senior Employment and Training Specialist, and Employment and Training Specialist. The Human Services Department refers to this unit as the CalWIN Help Desk.

Human Resources staff conducted a classification study of the four incumbents assigned to the CalWIN Help Desk and determined it would be most appropriate to establish new job classifications for this unit. The new classification of Public Assistance Systems Technician will provide immediate program and technical assistance to end-users of the CalWIN system, will define, evaluate and document problems, and will propose solutions related to CalWIN. The Supervising Public Assistance Systems Technician will plan, direct, evaluate, and participate in the work of the Technicians. The Civil Service Commission adopted these new classifications and approved the recommendation to reclassify the incumbents to the new job classifications at their meeting on June 5, 2008.

Human Resources staff conducted a salary survey of comparison agencies and found limited market data. Human Resources concluded that the most appropriate classification series for considering an internal link is the Eligibility Worker series. Human Resources recommends setting the salary for Public Assistance Systems Technician at \$5,435/Mo. I-step, which is 23% above the Eligibility Worker II classification. This salary is consistent with the external data that was available and in particular, is consistent with the differential that was found in those counties who had both an Eligibility Worker and CalWIN help desk class.

Human Resources recommends setting the salary for Supervising Public Assistance Systems Technician at \$5,978/Monthly I-step, which is 10% higher than the recommended top monthly salary for Public Assistance Systems Technician.

In accordance with Government Code 3500 et seq., SEIU Local 1021 and the County met and conferred on the matter of salaries for Public Assistance Systems Technician and Supervising Public Assistance Systems Technician which resulted in an agreement which sets the salary

**Attachments:** Resolutions, Attachment A, Letter of Understanding

**On File With Clerk:** **Related** Civil Service Commission Report, Job Class Specifications

**CLERK OF THE BOARD USE ONLY**

**Board Action** (If other than "Requested")

**Vote:**


**Background (continued):**

ranges as recommended by Human Resources.

Costs: The FY 09/10 salary and benefit cost of the reclassification is estimated to be \$29,285.

**Recommendation:**

The recommendations before your Board, if approved, take the following actions:

Adopt the new classifications of Public Assistance Systems Technician and Supervising Public Assistance Systems Technician and authorize the Letter of Understanding between the County and SEIU, Local 1021, establishing the salaries for Public Assistance Systems Technician and Supervising Public Assistance Systems Technician, effective July 14, 2009. (Attachment A)

Amend the Departmental Allocation List for the Human Services Department deleting 1.0 FTE Eligibility Worker III, 1.0 FTE Employment and Training Specialist, 1.0 FTE Senior Employment and Training Specialist, 1.0 FTE Eligibility Supervisor and adding 3.0 FTE Public Assistance Systems Technicians and adding 1.0 FTE Supervising Public Assistance Systems Technician, effective July 14, 2009.